

# MINUTES OF THE MISSION SPECIAL CITY COUNCIL MEETING

April 1, 2020

The Mission City Council met virtually via ZOOM for a Special City Council Meeting on Wednesday, April 1, 2020 at 6:30 p.m. The meeting was called to order by Mayor Ron Appletoft. The following councilmembers participated virtually: Trent Boultinghouse, Ken Davis, Sollie Flora, Kristin Inman, Debbie Kring, Arcie Rothrock, Nick Schlossmacher, and Hillary Thomas.

Mayor Appletoft stated that because of the COVID-19 social distancing recommendations, this meeting is being held virtually via ZOOM. City Councilmembers are participating remotely, the Mayor and City Clerk are in Council Chambers, and Ms. Smith and Ms. Randel are participating from their desks. The public is invited to participate in the meeting by using the instructions included in the City Calendar item listed on the front page of our website. The public may join or just listen, or join with audio and/or video using a webcam or smartphone. Public participants will be allowed to make public comments through the comments feature and participants should note that comments are visible by all participants. Members of the public are asked to state their name and city of residence when making a public comment. Mayor Appletoft also asked all to be conscientious of others trying to speak and to speak clearly and slowly.

## **Amendment to State of Emergency / Disaster Proclamation**

Ms. Smith stated that the City of Mission's State of Emergency / Disaster Proclamation was issued on March 15th and amended and approved by Council on March 18th. The provisions of the current proclamation run through April 5th. She provided an update on the proposed amendments, which have been added to the proclamation to capture our actions for historical purposes. There are currently federal, State and County stay at home orders, so our proclamation is not required, but it is good to have in place so that our own operations are documented. She stated several "whereas" clauses have been added stating we continue to preserve and protect City employees, residents, businesses while remaining responsible stewards of public resources. Several amendments are included in the proclamation.

The statewide "Stay at Home" Order (Executive Order 20-16) is in effect until Sunday, April 19 and the County (metro area) order is in effect until Friday, April 24th. The statewide order preempts others, which can not be more or less restrictive. She stated when the State order expires, the County's order will continue in effect until 12:01 a.m. on April 24th. The proclamation specifically orders closure of City facilities to the public through the end of the existing state/county stay at home orders.

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At the March 18th City Council Meeting, discussion included management of staff to keep essential services going throughout the closures. Ms. Smith reported a plan has been implemented for most staff to work on modified or staggered schedules, work at home, or work in a reconfigured work area through April 5th with the goal of reducing the total number of staff in any specific work area by at least 50% if not more to ensure appropriate social distancing. At the March 18th City Council Meeting, Council agreed to compensate employees (full and part-time) through the April 5, 2020 date. The stay at home orders now extend past April 5th. She noted the Families First Care Act and the desire to alleviate employees' concerns by 'taking care of our own' while being good stewards of our resources and continuing to serve the public. The recommended amendments to the proclamation also include the following as it relates to employee compensation and scheduling:

- All City employees, regardless of whether they are working on regular schedules, staggered schedules, or remotely will be compensated in accordance with the greater of the actual hours worked or their regularly scheduled hours each week up to and including Saturday, April 25th, which is the end of a regular bi-weekly pay period. Part-time employees who are not able to report to work at this time will be compensated through this same time period based on an average of their regularly scheduled hours each week. No employee will be required to use their own accrued leave time (personal, sick or vacation) for any COVID-19 related situation.
- All City employees who have physically reported to work from March 23, 2020 through the conclusion of the stay at home order will be provided with 8 hours of additional vacation leave for every 40 hours worked.
- Should the current stay at home orders extend beyond April 24th, the City Administrator will review and evaluate the City's financial resources, along with the provisions of the Families First Coronavirus Response Act, and make a recommendation to Council.

Ms. Smith stated that based on the actual work being completed by employees, there are between 85-90% of employees actively engaged in work on a daily basis. The amount that we would be "subsidizing" would be relatively small.

Councilmember Flora stated she appreciates the recommendation to keep staff "whole" and that this will benefit the community as staff is an important part of the Mission community. Councilmember Inman asked if the paycheck protection loans have been

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considered and are these available to municipalities. Ms. Smith stated that staff are exploring that, but do not believe it is available to public entities. Councilmember Boultonghouse stated he echoes Councilmember Flora's sentiments and asked if clarification can be added to the proclamation regarding the 8 hours of PTO for 40 hours worked to state this extends to April 25th, and at that time will be reevaluated. Mayor Appletoft noted that once this emergency passes, Mission will be in a better position to be up and running quickly if we retain our employees, particularly our part-time employees at the Community Center.

Ms. Smith stated that the proposed amendments also include extending our closure of City facilities through the stay at home date of April 25th. There may be some slight change to governmental functions due to meeting remotely and we will add all other internal and external meetings to being held remotely also. The City will abide by and support all stay at home orders

**Moved by Davis, seconded by Schlossmacher** to to approve the amendments to the City of Mission's State of Emergency / Disaster Proclamation related to COVID-19 as issued on March 13, 2020 and previously amended on March 18, 2020 Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion carried.**

Discussion on this issue continued on a potential hiring freeze in the future and the jobs that are currently listed on our website. Ms. Smith discussed the various positions that we are currently recruiting for, including:

- Two police officer positions - these will continue to move forward as retaining officers is important and an ongoing process.
- The Aquatics Coordinator position recruitment process has slowed, particularly with the uncertainty of opening the pools at both the Community Center and MFAC.
- Public Works position - we tend to always have a vacancy so this will be left open.
- Conditional offers are being made to lifeguards and summer camp employees in case we are able to open. They will not be added to our payroll until that time.
- Fitness Instructor positions are always on our website, but we are not actively recruiting for these positions so they may be removed from the website.

Councilmember Davis asked for an update on street maintenance, particularly street

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sweeping, noting the many people are out walking. Ms. Duran stated that Public Works crews have been split into two crews working every other day. They are focusing on social distancing while completing various jobs such as mulching of the playgrounds, tree trimming, street sweeping, etc. The sweeper was on the streets last week. She noted that Public Works is focusing on smaller jobs that do not require all the staff to be together. Mr. Almony stated the Parks & Recreation Department is also alternating schedules for full-time staff. Various maintenance jobs are being completed with our contractors (drywall fixes above water fountains, etc.).

Councilmember Kring asked if any current contracts would need to have their timelines amended, specifically The Gateway Project. Ms. Smith stated that the development team continues to have weekly conference calls regarding The Gateway Project and no schedule adjustments are anticipated at this time.

Ms. Smith provided an update on anticipated budgeting impacts due to COVID-19 both in our 2020 and 2021 budgets. Staff has been directed to hold off on any non-critical purchases, especially capital projects or equipment expenditures, to think about the timing of these purchases, and each department head has been asked to develop scenarios for their operating budgets at both a 10% and 20% reduction in expenditures. This information will be provided to Council as part of the upcoming budget process. She noted that our General Fund balance is the best it has been in the last 15 years, and that 2019 ended with a balance of approximately \$5.6 million, which exceeds our goal of a 25% balance. She stated this situation is why it is important to have these funds available. She provided information on sales tax collections, which were on track, but noted we will not see the impacts of the current crisis to sales tax collections for another 2-3 months. This year's budget process will be unique and challenging.

Councilmember Davis requested an update on the enforcement of closure of non-essential businesses, and whether Crux has been helpful with public relations efforts. Ms. Smith provided background on this issue which began with the County's order and then superseded by the State order. Currently, we are working with the State on this issue and they recently published FAQs to help with the many questions on essential vs. non-essential business. She stated we have had a few calls/complaints and when received we have reached out on an individual basis. Our focus has been on education first. She provided two examples of businesses being contacted regarding concerns with social distancing and whether they are considered essential or not. Ms. Smith also stated that changes have been made regarding churches (County order prohibited service gatherings and now the State order does not). She noted that if

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services are held, social distancing must be maintained. She also stated that we had anticipated reaching out to faith based groups earlier this year and now is a good time to do this. Some churches are not planning to have in-person services and we will encourage all churches to consider the stay at home order and follow its recommendations for public health priorities. Councilmember Flora noted a recent news story related to a cluster of COVID-19 positive tests following a church conference in Kansas City, Kansas. She hopes we will encourage all churches to hold remote services to the extent that they can, and expressed her concerns for vulnerable populations.

Ms. Randel stated Crux is currently reaching out to our key stakeholders, which was originally planned for in-person meetings, but these will now be held over the phone or by online survey. They are becoming familiar with our social media and are keeping in close touch with our increased outreach efforts. This will assist with tailoring our needs and in being poised to move forward after this crisis is over. She stated that the current situation shows our need for having clear and consistent messaging. Councilmember Davis provided information on a recent confusing situation related to trash pick-up. Information from the County focused on Deffenbaugh's practices of not picking up bulky items or yard waste. Mission uses WCA and this did not apply to us, but there was some confusion on NextDoor regarding this. Ms. Smith stated we have updated our website, and discussed the Governor's executive order that gave trash haulers the option to not touch items. It is up to each waste hauler to decide how to handle this, and WCA has stated they are still picking up bulky items and yard waste, although there was a delay on yard waste recently.

Councilmember Thomas requested information on the Police Department's protection protocol for officers. Chief Hadley stated that we have available in good amounts masks, Tyvek suits, gloves, and are even receiving some homemade masks from the public. Johnson County will have a shipment of materials available for purchase soon. Should we have an equipment shortage there are UV lights available to sanitize equipment for multiple uses. Ms. Smith stated all officers viewed a refresher training video on how to use personal protective equipment (PPE).

Councilmember Davis asked if there has been an increase in animal control calls with all the people out walking their dogs, and whether the fire department has enough protective equipment. Chief Hadley stated we are not seeing an increase in animal bites and calls for service have dropped on both the days and midnight shifts, which may be due to more people working from home. Calls during the evening shift have

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remained the same. He also stated the fire department does have the PPE that they need at this time and discussed a change in protocol where the police are not responding to medical calls unless specifically requested to do so as all medical calls are now considered to be potential COVID-19 calls.

## ADJOURNMENT

Mayor Appletoft announced that the public video from tonight's meeting will be available through a link on the City's website - missionks.org.

**Moved by Davis, seconded by Boultinghouse** to adjourn the meeting at 7:23 p.m. All present voted AYE. **Motion carried.**

Respectfully submitted by Martha Sumrall, City Clerk.

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Ronald E. Appletoft, Mayor

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Martha Sumrall, City Clerk